



Collin College – Continuing Education

**Nurse Aide, Health Unit Coordinator & Activity Director Training
Information Session**



Nurse Aide Training

- State Certification – Certified Nurse’s Aide (CNA)
 - Texas Department of Aging and Disability Services (DADS)
<http://www.dads.state.tx.us/providers/NF/credentialing/nar/>



Nurse Aide

Types of Work Environments

- Long term care facilities
- Assisted Living
- Hospitals
- Rehabilitation centers
- Home health agencies



Nurse Aide Duties and Responsibilities

- First line of care for patients/residents
 - Blood pressure/pulse/temperature
 - Bathing, dressing & feeding
 - Observe physical, mental and emotional conditions



Nurse Aide Training

- Training:
 - 75 hours (51 classroom + 24 clinical)
 - Hospital Lab at Courtyard Center Campus
 - Clinical at local long term care facility
 - Prepares students for the state exam



Nurse Aide Training Special Requirements

- Scrubs
 - Students must get fitted for scrubs at least 10 days prior to class
 - Uniform World in Plano
 - Chocolate Brown scrubs
- Requirements for State Testing Application
 - Valid driver's license (or Texas ID)
 - Social Security Card
- Basic Life Support (CPR) for Healthcare Providers
 - Must be completed prior to starting class
 - Collin offers monthly classes



Nurse Aide Classroom Training

- Classroom Training
 - Introduction to Long-Term Care
 - Healthcare Communication
 - Patient Safety/Body Mechanics
 - Implementing Patient Care
 - Vital Signs
 - Restorative Health Practices



Nurse Aide Clinical Training

- Clinical Training
 - Students must successfully complete the classroom portion of the training in order to attend clinical training
 - Direct Patient Care with REAL PEOPLE!!
 - Practicing skills to ensure competency for exam
 - SAFETY FIRST!!



Nurse Aide State Testing

- Instructor schedules test through DADS
 - Practical
 - Each student will complete 5 skills
 - Hand washing
 - Communication
 - 3 randomly assigned skills
 - Written
 - Successfully complete practical first
 - 70 multiple choice questions



Nurse Aide Spring 2012 Class Offering-Option I

- February/March 2012
 - Weekend classes
 - Classroom Training (Saturday, February 4 – 26, 2012)
 - Saturdays 8:30 am – 5:30 pm
 - Sundays 12 noon – 5 pm
 - Clinical Practice
 - March 4, 5, 6, - 2012
 - Saturday, Sunday, Monday
 - 7:00am – 3:30pm



Nurse Aide Spring 2012 Class Offering – Option II

- April/May 2012
 - Evening classes
 - Classroom Training
 - Monday, April 23 – Wednesday, May 16, 2012
 - 6:00 – 10:00 pm
 - Clinical Practice
 - May 19, 20, 21 - 2012
 - Saturday, Sunday, Monday
 - 7:00 am – 3:30 pm



Health Unit Coordinator Training



Health Unit Coordinator Training

- 128 hour classroom
- 80 hour clinical internship
 - Learn the skills needed to become a vital member of the patient care team.
 - Certification available through the National Association of Health Unit Coordinators, Inc.



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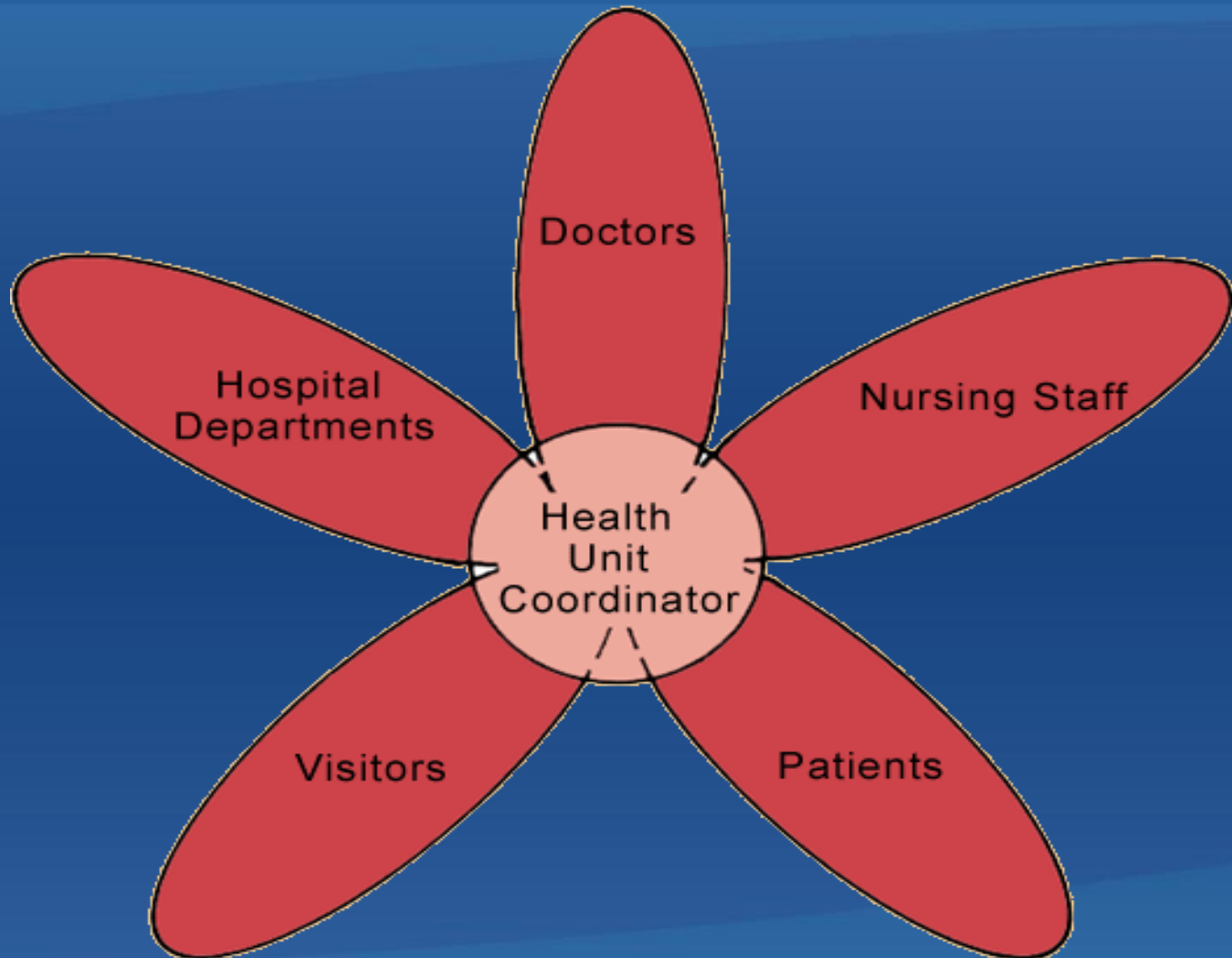
Health Unit Coordinator

What's in a name?

- Several acceptable job titles used:
 - Unit Clerk
 - Unit Secretary
 - Health Unit Coordinator
 - Unit Assistant



Health Unit Coordinator Job Duties and Responsibilities





Health Unit Coordinator Responsibilities to Visitors

- Finds and advises visitors of patient location
- Provides information on location of bathrooms, visitors' lounge, cafeteria, etc.
- Informs visitors of visitation rules and any special precautions regarding their visit to a patient's room
- Receives telephone calls from patients' relatives or friends
- Is often the first to handle visitor complaints



Health Unit Coordinator Responsibilities to Nursing Staff

- Communicates all new doctors' orders to the patient's nurse
- Maintains the patient's chart
- Performs the non-clinical tasks for admission, discharge, and transfer of patients
- Prepares the patient's chart for surgery
- Handles all telephone communication for nursing unit



Health Unit Coordinator Responsibilities to Patients

- Greets patients upon arrival in nursing unit
- Answers call light – intercom
- Relays messages - transfers calls to room
- Coordinates their receiving mail - flowers (volunteers)



Health Unit Coordinator Responsibilities to Hospital Departments

- Schedules diagnostic procedures and treatments
- Requests services from maintenance and other service departments
- Coordinates discharge, admitting and transfer activities with admitting department
- Orders food and supplies for nursing unit as required



Health Unit Coordinator Responsibilities to Doctors

- Transcribes the doctors' written orders
- Places calls to and receives calls from the doctors' offices
- Obtains information for the physician as to whether previously ordered procedures have been completed



Health Unit Coordinator Classroom Information

- Textbook information
 - Health Unit Coordinating, Sixth Ed. & Skills Practice Manual to Accompany Health Unit Coordinating, Sixth Ed.
by Myrna LaFleur Brooks
- Course Outline
 - Introduction to Health Unit Coordinating
 - Communication & Interpersonal Skills
 - Patient Charts & Transcription of orders
 - HUC Procedures
 - Anatomy, medical terms, diseases and medical abbreviations



Health Unit Coordinator Classroom Information

- Classes will include
 - Power point presentations
 - Lectures
 - Group discussions and activities
 - Practice activities
 - Homework assignments
 - Daily reviews and quizzes



Health Unit Coordinator Hospital Clinical Rotation

- Gives students an opportunity to have hands-on experience
- Students are required to attend hospital orientation prior to starting clinical
- Individual schedules will be coordinated with the hospital and the instructor
- Students are required to wear scrubs during the clinical rotation
- Basic Life Support (CPR) training must be completed before starting clinical rotation.



Health Unit Coordinator NAHUC Membership Information

- www.nahuc.org
- National headquarters: Rockford, IL
- 1-888-22-NAHUC
815-633-4351



Long Term Care Activity Director Training



Long Term Care Activity Director

- An Activity Director
 - plans, implements and evaluates the program of activities in a long term care setting.
 - Is responsible for establishing a program to meet the physical, social, cognitive, and emotional needs of the residents.
 - Programs are developed based on interests, preferences, habits, and lifestyle routines of residents who live in the facility.



Long Term Care Activity Director

- Typical Duties:
 - Delivery of Activity Services
 - Large group, small group one on one activities
 - Planning and Operations
 - Calendar, policy and procedures, meetings, regulatory compliance, department management
 - Documentation and Records
 - Assessments, care plans, attendance response, progress notes, reviews
 - Volunteer Management
 - Recruitment, training, supervision
 - Community and Staff Support
 - Networking, communication, and resource utilization



Long Term Care Activity Director

- Where do Activity Directors work?
 - Different practice setting such as:
 - Independent living/retirement or CCRC
 - Assisted Living
 - Nursing and Rehab
 - Memory Care
 - Day Services



Long Term Care Activity Director

- Job Titles may be varied
 - Life Enrichment Coordinator
 - Activity Program Director
 - Activity Specialist
 - Lifestyle Coordinator
- Typical work hours
 - Programs implemented 7 days a week and on holidays. Up to the individual activity professional and the company to determine how this is implemented.



Pre-Admission Requirements

Nurse Aide, Health Unit Coordinator & Activity Director Training



Pre-admission Requirements for Nurse Aide, Health Unit Coordinator, and Activity Director

Course enrollment requires Program Director or Coordinator/Advisor's written approval.

- Completed application and successful completion of the following must be turned in prior to receiving permission to enroll in class:
 - Proof of current immunizations including tetanus
 - Hepatitis B (3 shot series may take 6 months)
 - TB skin test
 - Criminal background check (conducted by GroupOne Services)
 - Drug screen (coordinated by the college)
 - Students must also be free of communicable diseases



Pre-admission Requirements for Nurse Aide, Health Unit Coordinator, and Activity Director

Immunizations

- Measles, Mumps & Rubella (MMR)
- Chicken Pox (Varicella)
- Tetanus-Diphtheria (Td) within last 10 years
- Hepatitis B (3 shot series may take up to 6 months to complete)



Pre-admission Requirements for Nurse Aide, Health Unit Coordinator, and Activity Director

TB Skin Test

- Administered by the Collin County Healthcare Services in McKinney
- \$20 fee for TB Test
- Must have be completed no more than 6 months before the start of clinical rotation



Pre-admission Requirements for Nurse Aide, Health Unit Coordinator, and Activity Director

- Criminal background check
 - Done by GroupOne services
 - \$45 per student
 - Instructions attached to application
 - Cannot be more than 6 months old during clinical rotation



Pre-admission Requirements for Nurse Aide, Health Unit Coordinator, and Activity Director

- Drug Screen
 - Administered by SurScan
 - \$29 per student, paid in cash or money order only
 - Information in the admission packet
 - Results come directly to Collin College



Nurse Aide, Health Unit Coordinator, Long Term Care Activity Director Training

- Nurse Aide Tuition - \$1699 (plus liability insurance fee)
 - Includes:
 - One set of scrubs
 - Gait belt
 - Stethoscope
 - All handouts and lab materials
 - State exam fee (\$93)
- Health Unit Coordinator tuition (plus liability insurance fee)
 - Classroom training \$1,199
 - Clinical Rotation \$299
 - Required Textbook (approx \$140)
- Long Term Care Activity Director (plus liability insurance fee)
 - Classroom training (online) \$899
 - Practicum (concurrent with training) \$299



Nurse Aide, Health Unit Coordinator, Long Term Care Activity Director Training

- Financial Aid is available for students who qualify

http://www.collin.edu/ce/financial_aid.html



Nurse Aide, Health Unit Coordinator, Long Term Care Activity Director Training

- Questions?

College Contact

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